

Belmont Literary and Historical Society Free Library Trustee Meeting

June 20, 2024

Present: Caroline Mapes, Ash Gardener, Nichole Gambino, Pat Presutti, Curtis Decker, Molly Pike, Barb Woolston

Other Present: Gene Smith

Absent: Bobbi Patello

The meeting was called to order at 3:34 PM by President Molly Pike.

Secretary's Report

- Ash made a motion to accept the May minutes. Pat seconded the motion and it was approved unanimously.
- Correspondence
 - Thank you card sent to Jeff Apple
 - Molly sent a thank you card to Julie Burdick with \$100 donation.

Treasurer's Report

- The May report was accepted as read.
- Proposed budgeting format
 - Curtis will send Lori Boka a new template for a budget that is easier for board members to keep track of from month to month.
- Noted in minutes from July 2020 that the library treasurer makes deposits, not the accountant.
- Molly was reimbursed for the \$20 vendor fee - check was issued twice, the second was destroyed.
- Barb sold some miscellaneous junk items from the library for a total of \$108.
- Board members should seek reimbursement only if the item in question has been approved for purchase at a previous board meeting.

Director's Report

- Stats
 - Total Circulation: 217, Computer Users: 1, Holds Sent: 117, Holds Received: 50, Out of System Holds: 0, Items Added: 29, Patrons Added: 2, Discards: 0
- Trainings
 - StarQuest Program that starts July 1st.
 - Curtis has added an extra incentive for the Belmont library.
 - Website training to get the Newbank set up on the website.
- Webinars
 - Training for youth programmers.
- Facebook/instagram Account Status
 - Caroline will schedule a time with Curtis to go over Instagram account before the next meeting.
- Policy Review
 - Molly proposed a new policy, that donations should be limited to 3 to 6 months vs holding on to items forever.

- It was decided that we should just be more selective of donations, and can put a sign on the door that says no donations if we choose to not take any.
- Genesee Valley Grant Invoice
 - Curtis will send it to the school to start the process.
- Discovery Channel
 - Curtis was in an episode for American Pickers and plugged the library's name.

Old Business

- Updates from Calendar Committee
 - New dates to be added to the calendar.
 - Tax cap vote is in January
 - Annual meeting in June
 - Tax cap portal opens in September
 - Vote to override tax cap is in October
 - January minutes submitted to the school for tax cap
 - November executive session to discuss Christmas bonuses for employees
 - Tax cap letter to school in January
 - Annual report due in February
 - Book Club - No dates yet
 - Rotary - Subject to change
 - DAR - get those dates from Curtis
 - Pat will make corrections and will send it to Caroline to upload to the Google calendar.
- Updates from Children's Activity Committee
 - May chalk and movie went smoothly, but there was only one attendee.
 - Tanglewood is coming to the library August 22nd at 11:00 am.
 - Nichole is looking for another committee member.
- Update from Interior Design Committee
 - Dan W. to move kitchen cabinets from office to kitchen
 - Electrical work estimate from Fleischmann - \$403
 - Quotes for purchase of new furniture
 - File cabinet- \$150 for 4 drawer, \$140 for 3 drawer
 - Rug for entrance \$68
 - Room divider for upstairs bathroom \$120
 - Children's seating for 6 \$140
 - Children's room rug \$420
 - Toilet seat with cover for upstairs bathroom \$20
 - Caroline asked if a rug with a more educational theme could be purchased instead.
 - Molly made a motion to purchase the above supplies - Ash seconded - motion passed unanimously.
 - Update about seamstress to convert curtains to shades.
 - Having trouble finding a seamstress for this - still looking.
 - Status of furniture items for sale.

- Listed as “make an offer” now.
- Update on security system
 - This has been a topic in minutes going back to 2016.
 - Have estimates ready for next April to spend the grant money.
- General Roofing to give estimate for roof.
 - No quote yet.
- Quote for Balcony replacement
 - No quote yet.
- Little Library needs siding
 - Boces made original, Minutes say Nate Jefferds made the stand for it.
 - Caroline will reach out to BOCES to ask about repairs.
- Cafe status
 - Change 25 cents to “donations accepted”
- Snow sculpture in Park Circle has raised \$19.
 - Looking for corporate sponsors.
- Presentation on the clock tower talk.
 - Nate Jefferds will prepare materials for a presentation.
 - Gene Smith would be willing to give the presentation.
- Volunteer Interact Club
 - Raquel Schmitt will come in and get the program moving.
- Mascot vote
 - The library board voted and adopted the orange dragon as the library mascot.
- Ron Tayler to give presentation on August 1st at 1 pm
 - Introduction to the Allegany county historical society museum
 - Already advertised on FB
 - Caroline will send Molly a link to Canva for poster making.
- Grant status
 - Allegany Area Foundation
 - We received a grant to purchase a 85-inch screen, projector, laptop and speakers.
- Library open house
 - Discuss at July meeting
- Removal of shelf from upstairs bathroom
- Clockface table idea
 - Students are done for the year, so Caroline will follow up next year about this.
- Handicap spot
 - Curtis purchased a sign for the spot and will install it outside.
 - Curtis will call beforehand to make sure that a line is not hit with the stake.
- Update on putting out garbage
 - Brian Fanton said that the garbage can can be put out on Tuesday at the bottom of the ramp for pick up on Thursday. If there's minimal garbage, it can be taken to a container on park circle for disposal.
- Note from minutes on August 2021

- Speed of fans upstairs need to be adjusted. They still need to be adjusted, also noted in September's 2021 minutes.

New Business

- Hire new cleaner
 - Curtis will call Caitlin Fanton to set up an interview.
- Resignation from Annie Tucker from the board and from volunteering.
 - Take Annie and John out to dinner to thank them for their years of community service.
 - Molly will reach out to her to ask about a date, time, location.
 - Molly will need to get her keys.
- Where are previous minutes stored? Are they accessible on demand?
 - Upstairs filing cabinet has most current minutes, going back 7 years.
 - Glass front filing cabinet has minutes going back to 90's
 - Rest of the best are upstairs in other cabinets in the kitchen.
- Open sign
 - Molly will look into other options for getting a new sign.
- Repaint the wrought iron sign holder out front
 - We are looking for a painter.
- Pat brought a newspaper clipping - Assemblyman Joseph Giglio announced a total of 60,000 in grants for libraries in Cat, Allegany and Steuben counties.

Elections

Molly made a motion to add Gene Smith to the board of trustees - Nichole seconded - motion passed unanimously.

President: Molly Pike

Nominated by Barb - seconded by Pat. All were in favor.

Vice President: Pat Presutti

Nominated by Molly - seconded by Barb. All were in favor.

Treasurer: Barb Woolston

Nominated by Pat - seconded by Molly. All were in favor.

Secretary: Caroline Mapes

Nominated by Nichole - Gene seconded. All were in favor.

Trustee: Nichole Gambino

Trustee: Ash Gardener

Trustee: Bobbi Patello

Trustee: Gene Smith

Trustee: Open

Next Meeting - July 18th, 2024 at 3:30pm - Special Session.

At this meeting we will be discussing long range and strategic goals. Please refer to page 176 in the Handbook for Library Trustees. I encourage you to reach out to each other prior to meeting next month.

President Molly Pike adjourned the meeting at 5:25 PM.

Respectfully Submitted,

Caroline Mapes, Secretary